

## NIH CHILD CARE BOARD MEETING MINUTES

July 12, 2001

Building 31 / Conference Room 7

10:00 a.m. to 12:00 p.m.

Members in Attendance: Corliss Taylor, Sharice Abdillahi, Lee Ettman, Maureen Gormley, Mary Haas, David Lankford, Dona McNeill, Juanita Mildenberg, Kim Plascjak, Tracy Rankin, Qin Ryan, Mary Ellen Savarese, Barbara Thomas, Wendy Thompson, Tim Tosten

Members Absent: Alisa Green, Susan Huntley, Anne Schmitz,

Guests: Viola Black/NC; Kathy Martin and Dr. A.J. Schuler/Performance Dynamics. Inc.

**I. Introductions and Welcome Guests:** Corliss T. introduced ex-officio member Dona McNeill/NIEHS, who is also the Board's liaison for the First Environments Early Learning Center. Dona M. will be partnering with the Board and WEPB in identifying ways the four NIH-sponsored child care centers can move toward providing similar child care services to NIH employees.

**II. Approval of Minutes:** Members voted and approved the minutes from the April 19, 2001 meeting.

### **III. Chairperson's Report:**

- Welcome New Members – Three new voting members were recently appointed to the Board. Corliss T. introduced and welcomed Maureen Gormley/CC. New members, Susan Reider/OD and Meredith Torres-Bruckheim/OGC, will attend the September meeting.
- Outgoing Member Recognition – Sharice A. was presented with a certificate of appreciation. Tim T. read a letter from Mr. Stephen Ficca, ADRS to Dr. Barbara Bierer, Special Assistant to the Scientific Director, NHLBI, expressing his appreciation of Sharice's contributions toward improving the quality of child care provided at NIH while serving on the NIH Child Care Board.
- Revised Work/Action Plan – The Work/Action Plan outlines the objectives/task/activities the Board will focus on each year. The plan will be posted on the Child Care web site and used as a recruitment tool for members. Members voted and approved the plan.
- Updates:
  - Child Care Subsidy Report – Members received a copy of the March 2001 OPM Report to Congress on Child Care Subsidies in the Federal Government. The report noted that 18 agencies or subcomponents have implemented a child care subsidy program. OPM is waiting for approval on the proposed legislation presented by Rep. Connie Morella to make the subsidy programs permanent.
  - OPM Proposal re: Pre-tax Dollars for Child Care – Rep. Benjamin Gilman has proposed that the Government allow its employees to set up child care accounts with pretax dollars. Rep. Gilman has introduced legislation to create a dependent care assistance program that would be administered by OPM.

**IV. Report on NIH Child Care Needs Assessment – Performance Dynamics, Inc. (PDI):** Ms. Kathy Martin and Dr. A.J. Schuler were introduced to members. Dr. Schuler explained the three phased approach that PDI will use to deliver the child care survey/assessment. These phases will be: 1) Information Gathering; 2) Pilot Survey Administration; and 3) Final Survey Administration. PDI has completed phase one through several focus groups consisting of center directors, center employees, and parents of children currently using the NIH Child Care Programs and non-users. PDI is now in the process of writing the questions for the pilot survey. The pilot survey will be distributed on-line to a smaller group of participants (approximately 2,000 employees).

Information obtained from the pilot survey will be analyzed and the final survey disseminated to the entire NIH community. The final survey will be web-based (pen and paper copies will also be available), and in multiple languages. Child Care Board members will be asked to participate in the pilot survey. The data collected from the final survey will assist the Child Care Board and ORS in identifying future Work/Action Plan objectives related to child care initiatives at NIH.

#### **V. Outreach Committee Report:**

- New Logo and Board Information Card – A colorized sample of a previously considered Board logo and a new proposed logo were presented to members for review and consideration. Members selected the colorized logo and requested that two changes be made: 1) make the “child” figure smaller; and 2) identify two colors that will reproduce well in black and white. WEPB will revisit these changes and share with members some samples for consideration. Members reviewed the draft language proposed for the information card. WEPB will finalize the language and share with members via e-mail.
- Current Members List – An updated current Board members list was distributed.
- Draft Orientation Agenda for September meeting – Members reviewed and approved the agenda.
- Future Meeting Dates - discuss and approve – Members were asked to review their calendars for any conflicts with the proposed future meeting dates and contact WEPB by the end of the month.

**VI. Update on Definition of NIH Employee:** At the April 19<sup>th</sup> meeting, members briefly discussed that the official definition of a “Federal Employee” does not include NIH employees who are IRTAs, NRSAs, Visiting Fellows, Post Docs, etc. Therefore, these employees are not technically entitled to receive priority placement in the NIH-sponsored child care centers. In reality, the child care centers are serving these employees and their families, many of whom come from other countries for 2-5 years to work at the NIH. This presents a contractual conflict with the Use Agreements between NIH and each child care center. Several members volunteered to prepare a draft letter to Dr. Kirschstein, Acting Director, NIH, to bring this to her attention and offer to support efforts to revise the current language to capture IRTAs, NRSAs, Visiting Fellows, Post Docs, etc. as a Federal (NIH) Employee for child care purposes. The Board will review the draft at the September meeting.

#### **VII. Discussion on Center Enrollment Policies:**

- Review current policies on priority enrollment, waiting lists, sibling priority of the 4 centers – Members received an overview chart outlining each of the 4 NIH-sponsored child care centers’ policies on priority enrollment, sibling enrollment, staff children enrollment, and wait list. Members were able to identify the similarities and differences in each of the 4 independently operated child care centers. WEPB will be using this chart to assist the child care centers and their Center Boards in moving toward having similar policies in their operations. WEPB will continue to meet with the Center Directors and bring back to the Board any issues and/or ideas that have been discussed. WEPB will be revising the current Use Agreements and would like the Board’s support in recommending language that incorporates performance standards based on these policies.

#### **VIII. WEPB Updates:**

- East Child Care Construction and Opening – Juanita Mildenberg reported that construction of the East Child Care Center is approximately 90% complete. Exterior construction on the playground and fire lane is approximately 65% complete. Playground equipment is on site and will be installed soon. Furniture has been selected and ordered. Sod is being installed in the play area, additional plants and trees will be planted later in the Fall so they will not perish.

- Northwest Child Care Planning – Tim T. announced that funds have been allocated this fiscal year to begin the design phase of the future Northwest Child Care Center. Information collected from the NIH Child Care Needs Assessment will be used to determine some of the requirements for this facility. A competitive process prior to the completion of construction will select the program operator for this facility. The Child Care Board will be asked to participate in the development of a Program of Requirements (POR) for the facility and the provider selection process.

#### **IX. Round Robin & Center Updates:**

- Tim T. read a letter from the Quality of Work Life congratulating the NIH Child Care Board on being a recipient of a NIH Quality of Work Life Award for 2001. There will be an awards ceremony on October 10, 2001
- WEPB anticipates that the Board Orientation, scheduled for September 13<sup>th</sup>, will be held in the new East Child Care Center. Members will be notified in advance of any changes.
- POPI – Staff have started packing for the move to the new center. With the scheduled demolition of Building 35 soon to start, the NIH archeologists have surveyed the surrounding grounds of the building and found several arrow heads and other items estimated to be approximately 8,000 years old. Children have taken a field trip to the Baltimore Aquarium and are going to the pool.
- ChildKind, Inc. – The center's parents held a Staff Appreciation Day Picnic on June 29th. The staff had a Professional Day on June 15<sup>th</sup>. The Center is in the process of preparing their next year's budget and will begin recruiting new parents for the Board of Directors.
- ECDC – There were no representatives from the center in attendance.

**X. Adjourn:** Meeting was adjourned at 12:05 p.m.

Prepared by  
Pamela Jenkins  
July 27, 2001